

STATE EMERGENCY RESPONSE COMMISSION  
Meeting Minutes

March 8, 2017

Commissioners

Robert Coupe – SERC Chair	Marjorie Crofts – SERC Co-Chair (DNREC)
Robert Byrd – Rail Transportation	Senator Bruce Ennis - SERC DVFA
Michael Layton – SERC Highway Safety	Major Robert Hudson – Proxy for Col. McQueen
AJ Schall – DEMA Director	Bruce Ennis – SERC-DVFA
David Irwin – New Castle County LEPC	Rick Perkins – Div. Public Health
Charles Stevenson – Sussex County LEPC	Robert Newnam – DSFS
Dwayne Day – SERC DelDOT	Colin Faulkner - Kent Co LEPC
Grover Ingle – OSFM	James Lee – SERC Consignee
John Verdi – SERC Chemical Users	George Giles – SERC LEPC City of Wilmington
Al Johnson – SERC Air Transportation	
Wilbert Hayes – Proxy for SERC Executive Director, Avery Dalton	

*SERC Commissioners unavailable: Brian Wong SERC Shippers; Avery Dalton-SERC Executive Director; Lynn Krueger-SERC Water Transportation*

Members/Visitors

Robert Pritchett – DNREC	Lisa Morris – DOJ
Jacob Morente – NCC LEPC	Babak Golgolab – Claymont Community
Jamie Bethard – DNREC	Lori Sherwood - DEMA
Kenneth Cenci – DNREC	Patty Smenkowski - DEMA
Miranda Mal – DAFB	David Roberts – State Fire Commission

Meeting called to order at 9:00 a.m. by SERC Chair Coupe.

December 14, 2016 minutes were approved as written following a motion by Mr. Giles and seconded by Mr. Irwin. All approved.

SERC Committee members presented their reports that are attached in the following pages.

**STANDING COMMITTEE REPORTS:**

**Summary of SERC finances as of 3/1/2017 – Mr. Newnam**

**SERC Fee Holding Account:**

Carryover from 2016 calendar year	+ \$ 149,863
Fees collected so far in 2017	+ \$ <u>235,480</u> (a)
Current Account Balance	+ \$ 385,343 (a)

**Decon Trailer Replacement Account:**

Carryover from 2016 calendar year	+ \$ 139,267
Interest received thus far in 2017 (January)	+ \$ <u>247</u> (b)
Current account balance	+ \$ 139,514

**Notes:**

- a) Reports and fees from facilities covering calendar year 2016 were due 3/1/2017. We are still processing submitted reports, and following up on delinquent reporters. Awaiting additional \$49,120 in checks for reports already submitted. Fees collected in 2016 totaled \$304,520.
- b) Interest will continue to accumulate. Effective July 2008, interest from both the Fee Holding Account and Decon Trailer Replacement Account are to be jointly deposited into the Decon Trailer Replacement Account.

**STATE EMERGENCY RESPONSE COMMISSION  
FINANCE AND BUDGET COMMITTEE  
RECOMMENDATIONS FOR FY 18 BUDGET**

*February 17, 2017*

**Members**

Robert P. Newnam - Sen. Bruce Ennis - Robert Pritchett - Avery Dalton – John Verdi

The February 17, 2017, meeting of the State Emergency Response Commission Finance and Budget Committee was called to order at 1000 by the Chairman Robert P. Newnam. The attendees were introduced and a quorum was present. The meeting included the review of the requests for LEPC, DECON and IT funding for FY18. The Committee used the “Finance Committee Guidelines for Budget Requests” to review the budgets separately, comparing each to the previous year’s budget.

The requested budget item categories were discussed. In light of the diminishing funding provided by the permitting fees, the Budget Committee agreed to maintain the caps of the allowable costs in several categories adopted in 2016. Travel costs were capped at \$1,000.00, per LEPC. Office Supplies and Equipment categories were capped at \$500.00 each, unless there was a specific need identified by the LEPC. The Information Management category was not capped because the costs were consistent across the various LEPCs. The Budget Committee restricted the use of funding for vehicle insurance costs.

The following are SERC Finance and Budget Committee recommendations for the Fiscal Year 2018 budget.

1. The City of Wilmington Local Emergency Planning Committee (LEPC) requested \$62,758.99. There was no carryover from last year. With a reduction in supplies the Committee recommends approving **\$62,258.99** for the City of Wilmington LEPC Budget.
2. The New Castle County LEPC requested \$87,591.00. There is a projected \$5,000.00 carryover from previous year. With a reduction in equipment and less the carryover the Committee recommends funding of **\$82,291.00** for the NCC LEPC Budget.
3. The Kent County LEPC requested \$76,700.00. There is no carryover from last year. With a reduction in salary, travel and professional services the Committee recommends funding of **\$65,800.00** for the Kent County LEPC Budget.
4. The Sussex County LEPC requested \$68,886.93. There was no carryover from last year. With a reduction in travel the Committee recommends approving **\$67,886.93** for the Sussex County LEPC Budget.
5. The Decon Trailer Committee is not requesting funds for the replenishing of the Maintenance and Equipment Account for FY17. The Decon Trailer Replacement Account, as approved at the February 2003 SERC meeting recommends that 10% of the fees collected is set aside for replacement. The committee recommends that a total of **\$30,000.00** be placed into the account. Additionally, the Committee recommends that interest from the Fee Holding Account be automatically transferred to the Decon Trailer Replacement Account on a yearly basis.
6. The Information and Technology Committee requests **\$12,823.00**, to include continued support for annual maintenance/support for the Tier II Manager System, the cost of the LEPC toll free numbers used by industry to satisfy emergency notification requirements, and newspaper ads for annual publication of LEPC contact information. The Committee recommends approval of the requested amount.
7. The Department of Natural Resources and Environmental Control requests \$15,000.00, to support leasing office space for the EPCRA program. The Department requests that un-spent FY17 funding be approved for costs associated with the new office. The Committee recommends approval of the requested amount.

The approved recommendations were endorsed by the Committee.

**STATE EMERGENCY RESPONSE COMMISSION  
FINANCE AND BUDGET COMMITTEE  
RECOMMENDATIONS FOR LEPC PERFORMANCE REVIEWS**

*February 17, 2017*

**Members**

Robert P. Newnam - Sen. Bruce Ennis - Robert Pritchett - Avery Dalton – John Verdi

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SERC Finance Committee is assigned the duty and responsibility for overseeing the various entities ensuring the proper allocation of funds for appropriate operations related to the work of the State Emergency Response Commission. Yearly the SERC Finance Committee receives requests for funding from the various Local Emergency Planning Committees that include a Performance Review from the previous year. The members of the SERC Finance Committee understands that these reports were developed to provide a uniform report to show the status of the LEPCs. A review the submitted reports in 2017 for FY16 indicate the following;

- Number of EPCRA facilities within:  
City of Wilmington - 14, New Castle - 845, Kent - 484, Sussex - 756
- Number of ARP facilities within:  
City of Wilmington - 0, New Castle - 26, Kent - 35, Sussex – 45
- Conduct LEPC meetings as prescribed by LEPC by-laws.  
City of Wilmington - 6, New Castle - 6, Kent - 6, Sussex – 6
- Provide SERC with copies of the minutes  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes
- Estimated average attendance at LEPC meetings  
City of Wilmington - 18, New Castle - 30, Kent - 22, Sussex - 25
- Review LEPC plans annually – Last review  
City of Wilmington - 2016, New Castle – May 2016, Kent - June 2016, Sussex - June 2016
- Last update of LEPC plan  
City of Wilmington - 2015, New Castle – May 2016, Kent - June 2016, Sussex - June 2016
- Conduct, coordinate or participate in a full-scale drill, tabletop exercise or incident critique.  
City of Wilmington (3) April, Oct., New Castle, (3) Nov. Dec 2016 Kent (3) May, June July 2016, Sussex (1) April 2016
- Facility audits in 2016  
City of Wilmington (0), New Castle - 19, Kent -16, Sussex - 10
- Request Risk Management Plans with local EHS facilities (yes-no, how many)  
City of Wilmington - no, New Castle - no, Kent – yes (6), Sussex – no
- Did you accompany the ARPG on any facility audits (yes-no, how many)  
City of Wilmington - no, New Castle – yes (1), Kent- yes (2), Sussex – no

- Met with responders to identify concerns and review response status.  
City of Wilmington (4), New Castle (3), Kent (4), Sussex (7)
- Prepared and submitted an Annual LEPC Budget and Work Plan (yes-no)  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex – yes
- Attend SERC meetings and provide activity reports.  
City of Wilmington - yes, New Castle - yes, Kent- yes, Sussex - yes
- Discuss site-security with any facilities.  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes
- Discuss terrorism with facilities.  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes
- Discuss DENS with facilities.  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex – yes
- Publicize and promote improvement in the Emergency Response System.  
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex – no
- Numerous comments on outreach activities.

#### Local Emergency Planning Committee – Work Plans

The SERC Finance Committee on behalf of the SERC in utilizing the established guidelines to ensure the reasonable operational budgets for the LEPCs and that the submitted LEPCs work plans meet State and Federal guidelines and requirements. This is paramount with the current and projected funding allocations.

The Finance Committee would like to accomplish two things with an in-depth review: (i) assist the entities in arriving at reasonable budgets; and (ii) provide a mechanism for securing supporting information that will be useful in ensuring the continued operations of the four LEPCs.

If the SERC feels that this action should be completed by another committee we have no objection. We do feel however that a review needs to be completed and a report submitted to the SERC.

Unless otherwise assigned the SERC Finance Committee will be reviewing the State and Federal guidelines and requirements with respect to the submitted LEPC's Work Plans and provide a report to the SERC at the June 2017 meeting.

#### **\*END OF SERC FINANCE REPORT\***

#### **SERC Information & Technology Committee Report - David Irwin**

##### **-No Formal Report-**

Mr. Irwin briefed, since the last meeting Bob Pritchett continues to work on establishing the living SERC IT document to describe and designate all tasks associated with Tier II Manager, as well as other EPCRA related information management issues.

The IT committee has been working on getting the fire chiefs access to the Tier II information as a pre planning tool and software. We have found out that it is capable of all assignments as needed.

Fire companies have responded to a letter that was sent out the beginning of January. So far we have gotten information /contacts from NCC (21 out of 21 fire districts), Kent County (16 out of 19), Sussex County (19 out of 21) and Wilmington has provided their contact information as well.

Vincent Miller from the Delaware State Fire School was tasked to prepare draft tutorial for Tier II Manager that will give the fire company personnel instructions in the use for Tier II Manager. He has completed the draft and is out for review. Once approved by the sub-committee they will do a voice over and will be ready to launch it out.

**\*End of Information & Technology Committee Report\***

**SERC Planning & Training Committee Report – Director Schall**

**State Emergency Response Commission (SERC)**

**Planning & Training Committee Meeting**

**Meeting Minutes for November 17, 2016**

**Prepared on November 22, 2016**

The SERC Planning & Training Committee meeting was held on November 17, 2016 at the Delaware State Fire School.

*Minutes for the meeting are as follows:*

Attendees: AJ Schall, Avery Dalton, Mark Dolan, David Irwin, Robert Newnam, George Giles, Colin Faulkner, LTC Wiley Blevins, Lori Sherwood

A quorum was established.

Planning and Training Committee Chair AJ Schall called the meeting to order at 9:00.

**Old Business:**

Mr. Newnam motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on May 19, 2016. Mr. Irwin seconded the motion. All approved.

Mr. Dalton briefed on the HMEP grant. On October 1<sup>st</sup>, for the upcoming year, we have \$114,975 approved to spend. For the second and third year of the grant, which will go through September 30, 2019, we have \$105,298 for each year.

There will be some new HMEP grant procedures in place as a result of the audit we had last winter. We will do additional grant monitoring and reporting. On quarterly basis, the sub-recipients sign for what you have accomplished for your work plan. This will be completed at the SERC quarterly meeting for each HMEP grant quarter. DEMA staff will be out to do some site visits in response to the grant monitoring for equipment purchases and other activity. The equipment monitoring only applies to the Fire School and the City of Wilmington, which have purchased equipment using HMEP funds.

Mr. Dalton said that sub-recipients will get their letters of acceptance in a few weeks. The letters contain a new section titled, "Deliverables". Sub-recipients will be required to check for disbarment of contractors on a federal governments System Award Management (SAM) site, which is already a requirement for other grants. We have the SAMs site information in the body of the letter that you will receive.

Mr. Dalton then briefed on the SERT and LEPC plans review and update. For the SERT Plan, we have started a group to review Annex D of the Radiological Response Section and invited anyone who would like to participate in this group's review of the plan. The first meeting took place on November 1<sup>st</sup> and the group will meet again in December. That process will probably go through to next May because we have some key documentation from the federal government that we will use as guidance. The guidance documents will come through later and Public Health is leading this particular review. I will come back to everyone in May for a final approval for the SERT Plan once Annex D is complete. For the LEPC Plans, Kent County updated their plan. I have not started the template for the rest you. Once I get the template done we will proceed forward with the LEPC Plans. In 2017 they are due for an update. I am hoping to start the template before January 1<sup>st</sup>.

Mr. Irwin briefed on the HAZMAT Workshop. They had a meeting on September 27<sup>th</sup> and one was scheduled on October 28<sup>th</sup>, but was canceled due to not having a quorum. The next meeting is scheduled for November 29<sup>th</sup>. Mill Creek is in the process of sending out the requests for sponsorship. We continue to expand our reputation of having a first class workshop.

#### **New Business:**

Mr. Dalton briefed on the agenda for the SERC Committee Meeting to be held on December 14<sup>th</sup>. Added to the agenda will be a Moment of Silence for the emergency responders killed in the line of duty and there will be a slide with their photos. Additionally, there will be a presentation by Lisa Dunaway of the Infrastructure Security Compliance Division for the Department of Homeland Security, and representatives from OSHA and EPA. They will provide a presentation in Executive Order – EO 13650 and an update on Chemical Facility Anti-Terrorism Security (CFATS) for the State of Delaware.

Mr. Giles made motion to approve the agenda for the December 8, 2016 SERC Committee Meeting. Mr. Irwin seconded the motion. Mr. Newnam requested to add, as part of the agenda, discussion of the Tier II reporting fees under Finance and Budget. Mr. Giles amended his motion to include increase in the fees for EPRA. All approved.

Director Schall raised the question to Mr. Newnam, with the personnel changes in Public Health and Dr. Har Ming Lau leaving the state, there is void right now with only having a consultant and not a responder and is this something we should discuss with their administration or here with the committee? Mr. Newnam stated it should be discussed here through the committee and we should reach out to Public Health for direction.

The status of the SERT plan review was discussed. Director Schall recommended cutting back on the number of printed copies of the SERT plan and having the option of plan electronically. Mr. Dalton discussed some revisions to the SERT Plan, that were remaining issues from the prior Planning and Training Committee Meeting. After the revisions were reviewed, Mr. Newnam made motion to approve the changes to the SERT Plan. Mr. Irwin seconded the motion. All approved.

Mr. Newnam made motion to adjourn. Director Schall seconded the motion. All approved.

#### **Meeting Minutes**

Minutes were taken by Ms. Lori Sherwood, and transcribed to this document by Mr. Avery Dalton, SERC Executive Director, on November 21, 2016.

Minutes posted to the State Public Calendar, on November 22, 2016.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: \_\_\_\_\_  
AJ Schall, Chair for the SERC Planning and Training Committee

#### **\*END OF SERC PLANNING & TRAINING REPORT\***

#### **SERC HMEP Grant Report Report from DEMA - Mr. Hayes**

Mr. Hayes (proxy for SERC Executive Director, Avery Dalton) briefed on the HMEP grant.

HMEP Current Balance for this Year:

Approximately \$18,000.00 out of \$114,975.00, grant funds have been spent so far for this year. (This is about 6% percent of the grant total.)

HMEP - 3 year grant amounts received

2016-2017 \$114,975.00

2017-2018 \$105,298.00

2018-2019 \$105,298.00

Un-spent funds will roll over to the second and third grant years but all funds must be spent by 9/30/2019

#### **\*END OF HMEP GRANT REPORT\***

## **SERC DECON Trailer Committee Report - Mr. Newnam**

Mr. Newnam stated there is no report. No needs, no repair requested.

### **\*END OF SERC DECON TRAILER COMMITTEE REPORT\***

## **SERC HAZMAT Training Workshop Committee Report - Mr. Irwin**

Mr. Irwin brief, registration was launch on February 2<sup>nd</sup> and the count from Friday, March 3<sup>rd</sup> is 95 for Friday's session, 87 for Saturday's session, and 49 for Friday evening's dinner.

Keynote speaker this year will be Kurt Rutherford. His talk will be on Partnering to Combat the Evolving Threat Environment.

To celebrate this being the 10<sup>th</sup> anniversary of the annual workshop the Citizens Hose, Smyrna Ladies Auxiliary will be doing a special pig roast for the dinner.

There is a change this year because in the past we had a two hour window from the end of Friday's session to the 6:00 p.m. dinner. Many were leaving because they didn't want to wait around this long for the dinner. This year we are going do the present of the sponsor plaques from 4:45-5:45 keynote address followed by dinner at 6:00.

### **\*END OF SERC HAZMAT TRAINING WORKSHOP COMMITTEE REPORT\***

## **LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REPORTS**

### **New Castle County LEPC REPORT - Mr. Irwin**

**December 14, 2016 – March 8, 2017**

#### **LEPC Meeting:**

**There has been one LEPC meeting since the last SERC meeting:**

The January 09, 2017 meeting was hosted by Rogers Corporation. A total of 41 individuals attended the meeting.

#### **Highlights:**

- □ Committee Reports –
  - Finance: Chairman Irwin reported expenditures since the November 14<sup>th</sup>, 2016 LEPC meeting.
  - Decon – Chairman Joe Leonetti reported the Hazmat /Decon Team responded to the following since November 14, 2016

Budget balance as of 11/14/16 \$61,173.54

#### **Expenses:**

NCCIHMRA Training Support \$1,626.00

Staff Fees (November & December) \$13,333.34

Total Expenses \$14,959.34

Budget Balance \$46,214.20

1. November 15, 2016 - 500 Wilmington Ave. City of Wilmington Maintenance Facility – Mercury spill in dispensary exam room.

- □ I.T. – Committee Chairman Bill McCracken reported that Jacob Morente has completed the Letter to the State Fire Chiefs asking them to name those members from each station who will have access to Tier 11 Manager online. The Letter is currently under review for content and it will be distributed in early to mid- January through each County Chief's Association.

Vincent Miller of the Delaware State Fire School is working on the tutorial module that will give the fire company personnel instructions in the use of Tier II Manager.

- □ Training – Committee Chairman Mark Dolan reported that the New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct any training session between the November 14<sup>th</sup>, 2016 and the January 9<sup>th</sup>, 2017 LEPC for NCC meetings.

The NCCIHMRA Training Committee has the following training sessions scheduled for CY2017:

- (1) "Emerging Threat Stream and Trends" and "Improvised Explosive Materials and Devices and Homemade Explosives Awareness", instructed by Delaware State Police Explosive Ordnance Disposal Team Commander Sergeant Christopher Ennis and DSP-DIAC Terrorism Liaison Officer Detective Tim Kerstetter, on Tuesday, February 21<sup>st</sup> and repeated on Thursday, February 23<sup>rd</sup> from 5:30 pm to 9:00 pm each evening at Elsmere Fire Station 16.
- (2) "Hazardous Materials Technician - Trench and Structural Collapse Awareness", instructed by Robert Murray, retired Baltimore County Fire Department Advanced Tactical Rescue Team Leader and past leader of Pennsylvania Task Force One (PA TF-1) Urban Search and Rescue Team, tentatively 5:30 pm to 9:00 pm Tuesday, March 21<sup>st</sup> and repeated Thursday, March 23<sup>rd</sup> at either Elsmere Fire Station 16 or Mill Creek Fire Station 21.
- (3) Tenth Annual State of Delaware Emergency Response Hazardous Materials Training Workshop held on Friday, April 7<sup>th</sup> and Saturday, April 8<sup>th</sup> at Delaware State Fire School, Dover.
- (4) "Radiation Assessment & Mitigation – Concepts of Radiological Response", instructed by Cheryl Weaver-Docimo of RadResponse, from 8:00 am to 4:30 pm Friday, May 5<sup>th</sup> and repeated Saturday, May 6<sup>th</sup> at either Elsmere Fire Station 16 or Mill Creek Fire Station 21.
- (5) "Propane Flaring Evolutions", led by the DNREC Emergency Response Team, tentatively scheduled Tuesday evening, August 15<sup>th</sup> and Thursday evening, August 17<sup>th</sup>, at Delaware State Fire School, New Castle.
- (6) "Confidence in the Hot Zone" Workshop, instructed by Dave Wolfe and Michael Moore of Safe Transportation Training Specialists (STTS), from 8:00 am to 4:30 pm Friday, September 8<sup>th</sup> and repeated Saturday, September 9<sup>th</sup> at Elsmere Fire Station 16.
- (7) "Rapid Intervention Team for the Hazmat Response Team Field Exercise", led by Darryl Meade of DuPont, tentatively scheduled 6:00 pm to 9:00 pm for Wednesday evening, during May or August.
- (8) Sixteenth Annual NCCIHMRA Planning and Training Meeting on Wednesday, November 8<sup>th</sup> from 5:30 pm to 9:00 pm at Elsmere Fire Company Station 16.
  - ○ Transportation – Committee Chairman Al Stein reported:

The Federal Rail Administration had the highest civil penalty collection rate in the agency's 50-year history. For the Fiscal year 2016 the agency expects to collect 79% of the civil penalties issued.



The total amount of civil penalties issued in physical fiscal year 2016 was 15.75 million.

Last year more than 6268 railroad company violations resulted in civil penalties.

○ Steering Committee – Chairman Babak Golgolab reported that the committee:

- Recommends adoption of FY 20178 proposed budget of \$87,591, which is the same amount as the FY 2014, 2015, 2016 and 2017budget.
- Recommends adoption of FY2018 Work Plan.
- Recommends continuation of D. Irwin as Chairman/Consultant

Motions for each recommendation were made and seconded. All recommendations were passed by the LEPC voting members present at meeting.

## **LEPC Staff Performance:**

### **David Irwin - Chairman**

David Irwin

Activity Report – Items Accomplished

November 15, 2016 - January 09, 2017

#### **SERC Activities:**

- ☐ Represented the LEPC at the December 14<sup>th</sup> SERC meeting
- ☐ Represented the LEPC at two SERC Planning & Training Committee meetings (11/17, 2/16)
- ☐ Chaired four 10<sup>th</sup> Annual HazMat Training Workshop Planning Committee meetings (11/29, 1/9,2/10, 3/2)
- ☐ Prepared and submitted in a timely manner the LEPC Quarterly Performance Report
- ☐ Prepared and submitted in a timely manner the SERC Information & Technology Performance Report
- ☐ Signed the approved FY2017 HMEP Grant Sub-Award Application

#### **Emergency Response Plan Reviews and Facility Visits:**

- ☐ Toured the Sunoco Logistics Facility (12/9)

#### **Exercise Status:**

- ☐ Participated as an evaluator for the Sunoco Tabletop exercise (12/1)

#### **NCCIHMA:**

- ☐ Continuing to work with service providers to develop contracts for approved HMEP grant 2017 training evolutions

#### **Outreach Initiatives:**

- ☐ Represented LEPC at the US Coast Guard Sector Delaware Bay Area Committee meetings (11/18, 2/15/17)
- ☐ Represented the LEPC for NCC at the Kent (1/10/17), Sussex (11/16, 1/12/17) and Wilmington (1/13) LEPC meetings
- ☐ Represented LEPC at six (6) CAP meetings, Croda (12/7), Delaware City Refining (11/14,12/13, 1/10/17, 2/14) and FMC (11/30)

#### **Additional Activities:**

- ☐ Developed and launched the 10<sup>th</sup> Annual HazMat Training Workshop save the date notice
- ☐ Developed the 10<sup>th</sup> Annual HazMat Training Workshop dinner programs
- ☐ Was successful in getting Secretary Coupe to agree to participate in the Workshop
- ☐ Contacted and succeeded in securing Frank Docimo as an instructor for the 2017 HazMat Training Workshop
- ☐ Succeeded in securing Dr. Carrie Poore as an instructor for the 2017 HazMat Training Workshop
- ☐ Served as a technical resource to one member company and two consultants
- ☐ Documented two Hazardous Material reportable release reports in accordance with EPA regulations

## Jake Morente – Vice-chairman

January 9<sup>th</sup>, 2017

### **SERC & Tier II:**

12/14/2016 Attended the quarterly SERC meeting at the Delaware State Fire School, Dover, DE.

12/16/2016 Reviewed training module outlines from Vince Miller at Fire School and Bill Davis at DNREC EPCRA program.

12/20/2016 Developed letter to State Fire Chief's introducing the roll-out delivery, access and training of the Tier II Manager. Sent to multiple committee members for review and input before distribution through LEPC's.

1/6/2017 Maintaining a spreadsheet with NCC Fire Co Tier II Manager Access contact information.

**Site Assessments & Plan Reviews:** (1 visits conducted) Reports completed and mailed

11/3/2016 Croda (New Castle) *Postponed at their request*

David Irwin: March 2, 2017

### **END OF NCC LECP REPORT\***

## **CITY OF WILMINGTON LEPC REPORT** - Mr. GILES

CITY OF WILMINGTON  
LOCAL EMERGENCY PLANNING COMMITTEE  
MEETING  
January 13, 2017

Convened as the Local Emergency Planning Committee for the City of Wilmington.

The LEPC meeting was held on January 13, 2017 at the Emergency Operations Center  
22 S. Heald St., Wilmington, Delaware.

The meeting was called to order at 10:00 by Chairman Joe DiPinto.

The minutes were approved in e-mail and written form, with one correction  
to remove Superfund, motion Enid Wallace-Simms, 2<sup>nd</sup> by Dave Irwin.

### **LEPC BUDGET**

FY17 in progress. We have money for hazardous material training

We can pay for training and registration but cannot pay for overtime wages.

FY18 submission will be in by February 13<sup>th</sup> to be approved at the March  
SERC Meeting.

### **SPECIAL FUNDS**

Balance as of 10/30/16                      \$6920.00

#### Disbursements:

Check #522 George Giles (Emergency Preparedness Conf)                      \$1182.32

This will be reimbursed by the HMEP grant.

Ending balance as of 1/13/17                      \$5736.89

### **HMEP 15**

In progress. Will use this money for EHS inspections.

### **TRAINING**

POW Drill overall excellent in progress of final report.

Information was sent out to all members for the railcar incident response Course.

We will work with the new Fire Line Officers & Police Officers to Engage to work with the LEPC.

#### EDUCATION & OUTREACH

We have provided Fire Officers with the 2016 guide book. The LEPC purchased spiral book for easier access. WPD & WFD have them in their cars.

#### EHS FACILITY INSPECTIONS

We will bring this up at the Jan meeting to have our 13 sites inspected. We are in the process of looking for someone to do the inspections. We can pay \$400.00 per inspection. Its not a regulatory visit.

#### HAZARDOUS RESPONSES

0 responses to report.

#### DEMA

March 8<sup>th</sup> will be the next SERC meeting with budget approval.

In September there will be a Radiological Ingestion Exercise. One is held every 8 years. A company out of Maryland will be doing this.

#### DNREC- Bill Davis

Report attached.

Co-chair Giles stated that the WFD does 3 yr. inspections and sends a report to DNREC if they have chemicals and their site is not reporting. The City L&I Department is also aware of this. There is a cost to reporting and this funds the LEPC's so we have to stay on top of this.

#### Other L.E.P.C. Members

Dave Irwin gave a report on the annual Hazmat Workshop. Save the dates were sent out 4/7 & 4/8/2017. Last year Friday was the best day. However it ends at 4:00PM and they lost some people since the dinner didn't begin until 6PM. So this year there will be planned activities for that 2 hour period. By the end of January all information will be sent out. There are 350 seats available of a first come first served, so get your registration turned in as soon as possible. This is the 10<sup>th</sup> year for the workshop. Dave is asking the sponsors to consider upping their donation amount. If your Company would like to be a sponsor let them know. A reminder that this event is free to participants.

#### OLD BUSINESS

Chair DiPinto wanted to know the outcome of the Bancroft Mills incident and was it hazardous. This site is not really inspected with DNREC. Some run off ended up in the Christiana River and smoke was reported going towards a ballfield at a school.

Co-chair Giles reported on the mercury spill at the City Dispensary and what happened. Public Health will not give recommendations just readings. It is costing thousands of dollars to clean it up. No one really knew what exactly to do. It was closed for days. Something has to be done about this.

#### NEW BUSINESS

A motion was made to buy lunch or breakfast for the Hazmat Workshop by Co-Chair Giles, 2<sup>nd</sup> by Vince Jacono. Not voting Dave Irwin/Dalton. Motion passed.

#### GOOD OF THE ORGANIZATION

Co-Chair Giles said we have funding for a drill and we are looking to contamination in the City water system. The second part will be the failing of dam in the 2<sup>nd</sup> quarter.

#### ADJOURNMENT

Motion to adjourn Dave Irwin, 2<sup>nd</sup> by Joe Rubin. Motion carried.

The next regular meeting of the L.E.P.C. will be held on March 10, 2017 at 22 S. Heald Street , Emergency Operations Center training room at 10:00.

Respectfully Submitted,  
Margie Williams, Staff Secretary to the LEPC

**\*END OF City of Wilmington LEPC REPORT\***

#### **KENT COUNTY LEPC REPORT** - Mr. Faulkner

#### **Kent County LEPC Meeting Minutes January 10, 2017**

#### **Attendees**

Brandon Olenik	KCDPS	Colin Faulkner	KCDPS
Nicole Vautard	KCDPS	Mark Dolan	DNREC
Christie Ray	DNREC/EPCRA	Bill Davis	EPCRA
Kenneth Cenci	DNREC	Bob Barrish	Consultant
Josh Bushweller	DSP	Johnathan Driscoll	CHS
Lester Guyer	IG Burton	Robert Wright	Bayhealth
Taylor King	DelDot	Avery Dalton	DEMA
Charles Boyer	Town of Smyrna	Amber Moore	Amtrak
Anely Eamzen	Amtrak	Jamie Dill	Compliance Env.
John Fitzgerald	Growmark FS	Rachel Hutson	Growmark FS
Justin Wagner	DSWA	Eric Straub	
David Irwin	NC LEPC	Genevieve Versteeg	Duffield Assoc.
Rob Armstrong	Miller Env. Group	Terry Kauffman	Bayhealth
Rick Perkins	Public Health	Rebecca Reimer	Handy Tube

Brandon Olenik called the meeting to order at 10:00 am.

Welcome from Brandon and introduction of all the attendees.

Approval of minutes from last meeting with one change.

### **Current Issues**

**Brandon Olenik – DECON** – One response at DAFB. Three employees were sprayed with jet fuel.

**Bill Davis –Tier II** – 2015 reports were due March 2016. We received a total of 2,107 reports which was an increase of 242 from previous year. Kent County LEPC's total was 451.

We have a new staff member, Christie Ray.

2016 reports in progress. We have received a little over 100 already.

Workshops throughout January. Kent County's has a workshop January 18<sup>th</sup> at Fire School.

**Avery Dalton – SERC** – DEMA training (see handout). Siren test this morning. SERC quarterly meeting was December 14<sup>th</sup>. The next SERC meeting is March 8<sup>th</sup>. We will be discussing the budget.

### **Old Business**

**Bob Barrish – Facility Inspections** – Since last meeting I visited NRG on November 21<sup>st</sup> in Dover. They are doing good. I have two future visits that I am currently planning:

- Nobles Pond – they have two large propane tanks
- Hanover – they have had a history of releases.

Three year inspections cycle is beginning. It will be about 10-12 visits. I will wait until the weather gets better.

**Avery Dalton** – There is additional funding available for inspections.

**Chip Stevenson – Sussex LEPC** – Last meeting was on November 16<sup>th</sup>. Two presentations were given (Mark Dolan and the ERG Book update and the Railroad Tank Car DVD). Next meeting will be Thursday at Georgetown Fire School.

**Dave Irwin – New Castle County LEPC** – Last meeting was yesterday. Mark Dolan presented the ERG Book update.

**Dave Irwin – Annual Statewide Hazmat Training Workshop** – Save the date notices have gone out. Workshop will be held April 7<sup>th</sup> & 8<sup>th</sup>. Working on getting the program solidified and gathering session descriptions and speaker bios. Friday has been more popular than Saturday in the past. So this year the sessions will end at 4 pm. Presentation of plaques will be from 4:45-5:45 on Friday and the dinner will begin at 6 pm on Friday. Millcreek is handling the financial aspects of the workshop and are currently soliciting sponsors. Please consider being a sponsor and if you sponsored in the past please consider increasing your level of sponsorship. Registration for this FREE workshop will go out in about two weeks.

## New Business

### Updates from visiting agencies

DSP – Josh Bushweller – Crime is on the rise.

Christie Ray – Red Cross – A few new people have signed up.

Program – Tier II Training Workshop presented by Bill Davis, DE EPCRA Reporting Program.

Next LEPC meeting will be **Tuesday, March 14, 2017 in the conference room of the Kent County Emergency Services Building.**

Meeting adjourned.

Respectfully submitted,

*Nicole Vautard*

Nicole Vautard  
Kent County Dept. of Public Safety  
LEPC Secretary

**\*END OF KENT COUNTY LEPC REPORT\***

**SUSSEX COUNTY LEPC REPORT** - Mr. Stevenson



## **SUSSEX COUNTY LEPC SERC REPORT March 8, 2017**

### **Meetings**

There has been one LEPC meeting since the last SERC meeting.

#### **January 12<sup>th</sup> Meeting-**

There were 28 members/guests in attendance.

#### **Topics covered:**

**-Bill Davis from the DNREC-EPCRA program**

## EPCRA Reporting Program LEPC Report – January 2017

RY2015 312-Reporting Status As of January 3<sup>rd</sup>, 2017 – Year End Totals

2107	Reporting Year "2015" 312-reports submitted to date
715	Sussex
451	Kent
806	New Castle
135	Wilmington
1865	2014 312-reports (as of 12/31/15) – increase of 242 facilities

- New DNREC EPCRA Staff – Christie Ray succeeds Tara Chambers
- 2016 Reporting Year  
Reminders have been sent to facility *Regulatory Point of Contacts* and *User Submitters*. Emails that failed were followed with a paper-mail reminder and a request to update their email address.
- January Workshops – In Progress  
DNREC will conduct Tier II reporting workshops across the State in January. LEPC staff are welcomed to attend any session.

Date	Day	Location
1/10/17	Tuesday 10:00	Dover Fire School Joint session with Kent LEPC
1/18	Wednesday 10:00	Dover Fire School
1/12	Thursday 10:00	Georgetown Fire School Joint session with Sussex LEPC
1/19	Thursday 10:00	Georgetown Fire School
1/4	Wednesday 10:00	DNREC Lukens Drive New Castle
1/17	Tuesday 10:00	New Castle Fire School
1/24	Tuesday 10:00	New Castle Fire School

-Glenn Marshall, Sussex County EMS  
Several Training Sessions will be coming up

-Avery Dalton from DEMA  
DEMA – Upcoming Events & News

Ingestion Exercise – September 2017 for Calvert Cliffs Nuclear Power Plant in Maryland. As you may know, Sussex County Delaware is within 50 miles of the Calvert Cliffs nuclear power plant. Nuclear power plants are required to conduct two types of exercises a Plume Exercise (10 mile radius), which we did for Salem Hope Creek in 2016 every two years, and an Ingestion Exercise (50 mile radius). Ingestion exercises are conducted to test offsite response organization's capabilities to keep radionuclides out of the ingestion pathways (i.e. water, milk, food) as well as to monitor the deposition of such materials onto receiving sources (i.e. soil, vegetation, etc.). There will be a drill rehearsal in June.

### DEMA Training

AWR 147 Rail Car Incident Response course scheduled for 14 Feb 2017 (see attachment)

### SERT Plan

- 11/17/16 P&T subcommittee approved the main body of the SERT Plan
- 12/20/16 Annex D RIR review will continue (est. complete May 2017)

### LEPC Plans

- 12/5/16 DEMA Planner reviewed LEPC plans emailed results, county plans have a common look and feel.

LEPC plans are required to be reviewed and approved in odd numbered years (2015, 2017, etc.) by the SERC

### HMEP

3 year grant

2016-2017 \$114,975.00

2017-2018 \$105,298.00

2018-2019 \$105,298.00

As of January, very little grant money has been spent < \$5,000.00.

In February, the P&T needs to determine the course participation for the LEPCs in the spring.

### PRESENTATIONS:

The presentation was a joint presentation between Chip Stevenson, Chairman of the Sussex County LEPC and Bill Davis, DNREC-EPCRA branch.

### *Facility Visits*

There have been no facility visits since the last SERC meeting.

### HazMat Plan Status

The yearly review of the Sussex County HAZMAT Response Plan is scheduled to be completed in May of 2017.

### Exercise Status

The Sussex County LEPC did not participate in any exercises since the last SERC meeting.

### HazMat Incidents

In the fourth quarter of 2016, there were 25 incidents reported.

### Comments

Other LEPC activities include:

-Attended the New Castle County LEPC meeting on January 9

-Attended the Kent County LEPC meeting on January 10

-Attended the SERC Planning & Training Committee meeting at DEMA on January 16

-Responded to HazMat incident at Mountaire plant in Selbyville on

February 9. Provided on scene coordination between facility managers and first responders.

The next Sussex County LEPC meeting is scheduled for 10 a.m. on March 9, 2017 at the Sussex County Emergency Operations Center in Georgetown.

**\*END OF SUSSEX COUNTY LEPC REPORT\***



## **DNREC Report – Ms. Crofts**

On 12/9/16 DNREC-ERT assisted Dover PD with serving a search warrant at a residence that contained a suspected clandestine methamphetamine laboratory. DNREC-ERT made entry into a shed where an individual was apparently manufacturing methamphetamine. PPE worn for this entry consisted of a modified Level B ensemble (structural fire sighting gear and SCBA). A Multi-RAE Pro & Chem-Pro 100i were used to monitor indoor air conditions in the shed during the execution of the search warrant. No levels above background were observed on the Multi-RAE Pro and Chem-Pro 100i for the parameters monitored. Two (2) spent reaction containers and a spent acid gas generator were discovered during the search. These containers were recovered and rendered safe on-site by the DNREC-ERT. Several other items associated with the clandestine manufacturing of methamphetamine were recovered at the incident site, including, tubing, Ammonium Nitrate pills, Lithium AA battery casings, and an empty box of pseudoephedrine with empty blister packs.

As this operation was taking place, Dover PD received information that an individual associated with this search warrant was at a residence in Leipsic, DE. Officers responded to this site, detained the individual, and discovered another alleged clandestine methamphetamine lab at 146 Front Street in Leipsic. All units cleared the original incident site and responded to the new lab site.

On 12/9/16 DNREC-ERT assisted Dover PD & DSP - KDU with serving a search warrant at a residence that contained a suspected clandestine methamphetamine laboratory. DNREC-ERT made entry into a shed where an individual was apparently manufacturing methamphetamine. PPE worn for this entry consisted of a modified Level B ensemble (structural fire sighting gear and SCBA). A Multi-RAE Pro & Chem-Pro 100i were used to monitor indoor air conditions in the shed during the execution of the search warrant. No levels above background were observed on the Multi-RAE Pro and Chem-Pro 100i for the parameters monitored.

A spent reaction container and an active reaction container were discovered during the search of the shed. In addition, two (2) Mason Jars were discovered during the search of the shed. The first jar contained a petroleum based solvent, and the second jar contained spent reaction container bottom, which consisted of pieces of On 2/9/17 DNREC-ERT responded to the Mountaire Farms facility located at 55 Hosier Street in Selbyville, DE for a chemical explosions with injury. A worker on a cleanup/sanitation crew apparently added bleach to a hand sprayer that contained a heel of acid, and then pressurized the sprayer. The sprayer then exploded due to reaction from the mixing of two incompatible chemicals as well as being under pressure. The worker, who was injured by both debris from the sprayer and by chemical burns from the contents, was transported to a nearby hospital for treatment. DNREC-ERT conducted air monitoring in the room where the incident took place. The air monitoring was conducted a Multi-RAE Plus and a Drager Chip Measurement System (CMS) Meter using a Chlorine Chip. No levels above background were observed on the Multi-RAE Plus, and chlorine levels on the Drager CMS were less than 0.2 parts per million (ppm). Based on this information, DNREC-ERT advised the Responsible Party (Mountaire Farms) that operations could resume at the facility.

On 12/5/16 An individual was reported to be non-responsive inside of a car in the parking lot of the Kohl's Department Store in Middletown. EMS responded and found the individual to be dead with a plastic bag over the head. The car door was reclosed and there were no open windows in the car. The cause of death was indeterminate and suspicious, so the police and DNREC were requested. Observations through the car windows led to the discovery of a clear plastic tube running from the plastic bag over the individual's head down to what appeared to be two cylinder valves, but there were no cylinders visible due to the amount of personal items in the car. There was also a backpack beside the individual with cables/ wires coming out of the backpack with the termination point of the wires unable to be seen. A check of the license plate revealed that lithium, ammonium nitrate pills, and sodium hydroxide pellets. The second Mason Jar was handled with extreme care, as it contained a water reactive metal, a corrosive solid, and a toxic chemical mixture that were open to the elements. Several acid gas generators were also discovered during the search of the shed. All of these containers were rendered safe on-site by the DNREC-ERT. Several other items associated with the clandestine manufacturing of methamphetamine were recovered at the incident site, including tubing, Hydrochloric Acid, Coleman Fuel, Sodium Hydroxide, Lithium AA battery casings, and an empty box of pseudoephedrine with empty blister packs. the registered owner of the car through his employer had access to extremely hazardous compressed gases. A handwritten suicide note was visible through the car window.

The decision was made to request the State Police EOD unit to check the suspicious backpack. The first EOD unit on-scene did not have a large enough robot to open the car door, so the decision was made to send an EOD tech downrange without an SCBA but with a bomb suit to open the car door. After the car door was open, a robot was used to remove and open the backpack to determine that no explosive device was present. Two DNREC personnel then went

downrange in bunker gear and SCBA to check for any hazardous materials. After removing some items in the car, a nitrogen cylinder with a regulator attached was found to be connected to the clear plastic tubing running to the plastic bag. After the nitrogen cylinder was removed from the car it began to free flow nitrogen. By moving the cylinder, it uninked the tubing allowing the nitrogen to flow.

On 12/6/16 A contractor for DNREC Parks who operates, maintains and tests the wastewater treatment plant at Lums Pond mistakenly poured concentrated sulfuric acid into a 100 gallon open-topped vessel containing 12% sodium hypochlorite solution. The resulting acid-base neutralization reaction released chlorine gas to which the contractor was exposed and which caused an adverse pulmonary reaction.

DNREC personnel responded to the scene and learned from the Lums Pond Park supervisor that the contractor had not sought medical treatment and had left to go to a meeting. DNREC observed the waste water treatment plant building which had the door open using binoculars and did not observe any vapor cloud. DNREC responders then donned bunker gear and SCBAs and went down range with wetted strips of ph paper. By the doorway of the wastewater treatment plant building, inside of the building and right over the vessel, the ph paper did not change color to red to indicate the presence of chlorine gas vapors. A piece of ph paper was dropped into the vessel. The ph paper indicated that the solution was neutral. The contractor had created 100 gallons of salt water. No further actions were necessary.

On 12/14/16 An unknown accident or criminal mischief caused a spill of a large quantity of elemental mercury on both sidewalks and the street along ½ block of Pleasant St. in Wilmington. Due to the large amount of mercury, a contractor was hired to perform the clean-up. Three mercury vacuums were employed to collect all the visible mercury beads. This effort recovered approximately 3 pounds of elemental mercury. Due to the rough paved surfaces and cracks it was apparent that all of the mercury would not be able to be recovered. The entire affected area was sprinkled with mercury amalgam powder to bind any undetected mercury. The powder was then swept up and collected.



On 12/2/16 DNREC ERT responded to a report of gasoline odors in a commercial building occupied by several tenants. When DNREC arrived, Wilmington Fire Department had already cleared. The reporting party from St. Francis Hospital explained that their suite is used for vehicle maintenance, but all of their ambulances are diesel-powered and the odors smelled are definitely from gasoline. DNREC measured the atmosphere with a MultiRAE Plus zeroed to ambient outside conditions. The PID reading inside St. Francis's suite was ~0.5 ppm, with all other parameter readings equal to 0/normal. It was particularly windy that day, and the tenant upwind of the RP's suite is a company that repossesses vehicles. DNREC ERT paid that tenant a visit and discovered that they had spilled gasoline in their garage, absorbed the spill with oil dry, but did not dispose of the spent oil dry. PID readings in that garage ranged from 5.1 ppm to 6.8 ppm. The tenants at that location were instructed to bag up the small amount of used material and dispose of it in a dumpster. On 12/4/16 DNREC ERT responded to a tractor trailer accident that resulted in a diesel spill. The driver struck the attenuator between the southbound lanes of I-295 and the Route 13 ramps, then fled on foot. Driver information was obtained by Delaware River and Bay Authority (DRBA) police by running the truck's registration. The force of the crash dislocated the driver's side saddle tank, wedging it between the fifth wheel and the trailer and causing it to leak. The passenger side saddle tank was also damaged during the crash and was leaking. When DNREC ERT arrived, the towing company was on-site and preparing to remove the damaged front axle from the tractor truck. They made preparations with the Hazmat 30 crew to pump the remaining fuel from the passenger side saddle tank. Approximately 15 gallons of diesel fuel was pumped off into a 55-gallon steel drum using a drum-top vacuum. DRBA hired their environmental

response contractor, Guardian Environmental Services, to remediate the spill. While waiting for GES's arrival, DNREC scrubbed and swept the oil dry put down by the Hazmat 30 crew. When GES arrived, they took over the cleanup and disposal operations.

## DNREC ERT HazMat Response Summary SFY 2017

**July 1, 2016 to February 14, 2017**

TYPE OF RESPONSE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL	PERCENT
Abandoned drums & containers	8	7	5		20	7%
Asbestos	1	1	1		3	1%
AST	0	1	0		1	0%
BIOA	3	2	0		5	2%
Cooking oil	1	1	1		3	1%
Dumping	3	1	0		4	1%
EOD Assists/Special Duty/Exercises	14	10	5		29	11%
Exercise	0	0	0		0	0%
Fires	0	1	1		2	1%
Fish kills	6	0	0		6	2%
Grease	0	2	1		3	1%
Indoor air quality	5	3	1		9	3%
Marina/waterway sheen/spills	11	6	2		19	7%
Medical waste	2	3	0		5	2%
Mercury spill	0	2	0		2	1%
Mineral oil	0	2	1		3	1%
Odor	1	0	0		1	0%
Other	12	9	3		24	9%
Other petroleum	0	2	0		2	1%
Out of State	0	0	0		0	0%
Petroleum	0	5	1		6	2%
Radiation	1	0	0		1	0%
Residential oil spills	10	13	10		33	12%
Sheen	0	0	0		0	0%
Sink hole	0	0	0		0	0%
Storage tank releases	3	3	0		6	2%
Sunken Vessels	3	1	0		4	1%
Transportation	41	25	11		77	28%
UST	0	2	2		4	1%
Vessel Releases	0	0	1		1	0%
Total Number of Responses	125	100	46	0	271	100%

RESPONSES BY COUNTY

TYPE OF RESPONSE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL	PERCENT
New Castle County	65	47	27		139	51%
Kent County	29	28	7		64	24%
Sussex County	30	25	10		65	24%
Maryland	1	0	1		2	1%
Pennsylvania	0	0	1		1	0%
<b>TOTAL</b>	<b>125</b>	<b>100</b>	<b>46</b>	<b>0</b>	<b>271</b>	<b>100%</b>

PETROLEUM AND NON PETROLEUM RESPONSES						
TYPE OF RESPONSE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL	PERCENT
Petroleum	74	53	34		161	59%
Non-Petroleum	51	47	12		110	41%
<b>TOTAL</b>	<b>125</b>	<b>100</b>	<b>46</b>	<b>0</b>	<b>271</b>	<b>100%</b>

SFY 2016 SERT INCIDENTS	INCID. #	SERT Level	SERT Date
Mountaire Selbyville	170209-01-1NS	1	2/9/17

**\*END OF DNREC REPORT\***

**Division of Public Health – DPH Response to Emergencies – Jamie Mack**

Mr. stated he is with the Director's office at DPH. Because of staff issues and staff in their emergency response area out on leave at this time, there has been confusion and inconsistencies in terms of response. He expressed that he is currently the acting responder for the EPA.

**Old Business**

N/A

**New Business**

Mr. Newnam briefed on the Finance and Budget Committee meeting on February 17<sup>th</sup>. The requested budget item categories were discussed. Committee agreed to maintain the caps of the allowable costs in several categories adopted in 2016. Travel costs were capped at \$1,000.00, per LEPC. Office Supplies and Equipment categories were capped at \$500.00 each, unless there was a specific need identified by the LEPC. The Information Management category was not capped because the costs were consistent across the various LEPCs. The Budget Committee restricted the use of funding for vehicle insurance costs.

The following are SERC Finance and Budget Committee recommendations for the Fiscal Year 2018 budget.

The City of Wilmington Local Emergency Planning Committee (LEPC) requested \$62,758.99. There was no carryover from last year. With a reduction in supplies the Committee recommends approving **\$62,258.99** for the City of Wilmington LEPC Budget.

The New Castle County LEPC requested \$87,591.00. There is a projected \$5,000.00 carryover from previous year. With a reduction in equipment and less the carryover the Committee recommends funding of **\$82,291.00** for the NCC LEPC Budget.

The Kent County LEPC requested \$76,700.00. There is no carryover from last year. With a reduction in salary, travel and professional services the Committee recommends funding of **\$65,800.00** for the Kent County LEPC Budget.

The Sussex County LEPC requested \$68,886.93. There was no carryover from last year. With a reduction in travel the Committee recommends approving **\$67,886.93** for the Sussex County LEPC Budget.

The Decon Trailer Committee is not requesting funds for the replenishing of the Maintenance and Equipment Account for FY17. The Decon Trailer Replacement Account, as approved at the February 2003 SERC meeting recommends that 10% of the fees collected is set aside for replacement. The committee recommends that a total of **\$30,000.00** be placed into the account. Additionally, the Committee recommends that interest from the Fee Holding Account be automatically transferred to the Decon Trailer Replacement Account on a yearly basis.

The Information and Technology Committee requests **\$12,823.00**, to include continued support for annual maintenance/support for the Tier II Manager System, the cost of the LEPC toll free numbers used by industry to satisfy emergency notification requirements, and newspaper ads for annual publication of LEPC contact information. The Committee recommends approval of the requested amount.

The Department of Natural Resources and Environmental Control requests \$15,000.00, to support leasing office space for the EPCRA program. The Department requests that un-spent FY17 funding be approved for costs associated with the new office. The Committee recommends approval of the requested amount.

Mr. Newnam stated that this is the committee's recommendations with the total request amount of \$348,759.92 and recommended amount of \$336,059.92.

Mr. Newnam made motion that the recommendations of the proposed budget be approved. Mr. Giles seconded. All approved.

Mr. Newnam then handed over the floor to Mr. Robert Pritchett, Chair for Finance Committee, to report on a proposed Chemical Inventory Fee Increase.

Mr. Pritchett briefed on the short fall and need for a fee increase. He briefed on the Background Document that was attached in an email to the SERC Committee Membership.

Mr. Newnam expressed the need to take the necessary steps to ensure we are continually funded. He stated the Committee recommendation to the SERC is to increase the current funding of \$40 - \$80 to \$60 - \$100 with no changes to the existing Cap fee (Option 7 in the Fee Increase Options in the Background Document). The \$40/\$80 amounts will remain for any back reports in prior years. Mr. Newnam stated this will be the committee's recommendation of the fee increase and his motion. Adding he will follow up with another motion, which Mr. Pritchett will work on behalf of the committee with the appropriate legislation contacts and drafting the necessary legislative work.

Mr. Newnam made motion for the recommendation of the fee increase. Mr. Irwin second. All approved.

Chair Coupe made motion on the floor for Option 7 for Senator Ennis to include this in the General Assembly. All voted in favor. No opposed. No abstentions.

Mr. Newnam discussed, as stated in the SERC budget report: The SERC Finance Committee on behalf of the SERC in utilizing the established guidelines to ensure the reasonable operational budgets for the LEPCs and that the submitted LEPCs work plans meet State and Federal guidelines and requirements. This is paramount with the current and projected funding allocations.

The Finance Committee would like to accomplish two things with an in-depth review: (i) assist the entities in arriving at reasonable budgets; and (ii) provide a mechanism for securing supporting information that will be useful in ensuring the continued operations of the four LEPCs.

If the SERC feels that this action should be completed by another committee we have no objection. We do feel however that a review needs to be completed and a report submitted to the SERC.

Unless otherwise assigned the SERC Finance Committee will be reviewing the State and Federal guidelines and requirements with respect to the submitted LEPC's Work Plans and provide a report to the SERC at the June 2017 meeting.

It was decided no motion was needed and will proceed as discussed.

Mr. Irwin made motion to adjourn. Mr. Newnam seconded. All approved. Chair Coupe adjourned the meeting at approximately 10:20 a.m.

The next SERC meeting will be June 14, 2017.

Meeting notes were drafted by Avery Dalton and Lori Sherwood. Meeting notes entered into the Statewide Public Calendar on March 14, 2017.

*SERC MINUTES CONCLUDE.\**